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WORD FORMATTER/PROCESSOR

FOR THE ATARI 800, 600XL, 800XL COMPUTERS

Simple And Easy To Use But Very Powerful

Designed For Beginners, Children, And The Occasional User



\* KISS IS A TRADEMARK OF EASTERN HOUSE, INC

## 1- INTRODUCTION

One of the reasons a person purchases a home computer is for writing letters, reports, and storing all sorts of text type information. One of the things a person discovers is that they also need a word processor program in order to use the computer like a typewriter. The problem the user runs into is that the word processor program may cost another \$40 to \$100 and it will take many hours of work just to learn how to use the program. For the person that does a lot of writing, these word processors are great and provide the power they need. However, most users cannot justify the 'expense' or the 'time' just to write a few letters or reports. This is where the KISS (tm) Word Formatter/Processor has the advantage. The KISS program is intended to be easy to use but yet powerful enough to serve the users needs (and also be inexpensive). The KISS is not designed to be fancy or sophisticated -- but it is easy to use. There are only 13 commands but they will satisfy most of the needs of the average user who wants to use the computer like a typewriter.

Some of the features provided by the KISS Word Formatter/Processor are listed below.

- \* Easy to learn, use, and remember. Input of text is via standard ATARI screen editor.
- \* Can be used by begineers and children.
- \* Only 13 commands are used to process text. Therefore, only a few working commands are used on a regular basis.
- \* Prints English error messages if a trouble is found.
- \* Text can be sent to the computer screen or printer.
- \* Text can be justified to the left and right margins or only the left margin. Margins can be set by the user.
- \* Single page or fan-folded paper can be used by the printer when text is being output.
- \* Uses normal ATARI (tm) screen editor. The KISS cartridge does not have to be installed in order to input text information.
- \* Automatic page numbers.
- \* Can be used on the ATARI 600XL, 800XL, or 800 computers (the 800 version will not work on the XL series computers and vice versa).

In order to aid the user in understanding word processing and the KISS Word Formatter/Processor, the following discussion is given.

## What Is A Word Processor?

A word processor is a computer program which allows for the input of text to the computer and the output of the text in an organized format. Thus, all word processors are basically composed of two parts - the 'input editor' and the 'word formatter'.

Like most computers, in order to get information out, we must input information. The 'input editor' allows the user to input the text information to be processed by the 'word formatter'. The 'input editor' is the hardest part of the word processor the user must learn. This is because there are usually many control+key features and other functions that aid in entering the text information. Although the editor is designed to make life easier, the complexity of 'how to use it' can often make it 'harder to use'. This is why other word processor programs have a two-inch thick or more manuals on how to input text. For the person who does a lot of text processing, it is very good because it does make life easier once all the features have been learned. However, for begineers, children, or the occasional user, it is a nightmare trying to remember how to use the program. The KISS program is designed to trade-off these 'hard to remember' features for a little more work but easier to remember features. In fact, the KISS does not have an input editor. The KISS uses the ATARI BASIC language REMARK statements to input the text information. Therefore, anyone who can enter REM statements can enter text - even children.

Once the text information has been entered into the computer, it is the function of the 'word formatter' to output the text to the screen and/or printer. The word formatter does all the work of printing the information in an organized manner. This organization includes setting the left and right margins, combining as many words as possible on a single line, adjusting for new paragraphs, keeping track of the number of lines on the page, page numbers, and much more. How the information is organized is (of course) up to the user. Therefore, the user must tell the word formatter how to organize the text information in the manner the user wishes.

Each word processor uses slightly different methods to accomplish this task. One method, which has become popular, is to use a set of commands called macros. These macro commands are entered on a line in the text information (just as though it is part of the text). When the word formatter starts to process the lines of text information, it will encounter the macro commands and then perform the indicated macro instruction. Therefore by using a simple set of macro commands, the user can tell the word formatter

how to organized the text information. The macro commands tell the word formatter things like where a new paragraph begins, where a new page begins, where to insert blank lines, where to set the margins, and so on -- (the same types of things that would be done if a typewriter were being used).

Now that you understand generally how a word processor operates, you can understand why the KISS program is called a word formatter/processor. The KISS program finds all the REM statements as they are stored in the BASIC program area and organizes the words for output to the screen and/or printer. Therefore, all the user has to do is enter the text (using the skills he (she) has already learned by working with the ATARI computer) and a few simple macro commands. The KISS program will do the rest of the work of formatting the text information.

## 2- INPUT OF TEXT INFORMATION

As discussed on the previous pages, the text information for the KISS program is input to the ATARI computer using the BASIC remark (REM) statements. For example:

- 10 REM This is a test of inputting
- 20 REM text using the BASIC REM statement.
- 30 REM Try using the examples in this manual.

As you can see from the above example, the line number is entered first followed by the REM statement followed by the text. Although this is a very simple example of inputting text, it is just about everything you need to know.

There is some standard usage information notes which will be extremely useful to the user. They are:

- \* The line numbers used for the lines should be far enough apart to allow for the possibility of adding new lines in the future. Most of the time the number sequence 10, 20, 30, 40, etc is sufficient.
- \* The ATARI screen editor allows for up to 120 characters on each input line [thats three physical lines on the screen (40 characters/line times 3)}. The ATARI buzzer will sound when the cursor nears the end of the line. Thus you can end the line with the RETURN key and start a new line.
- \* The ATARI BASIC normally translates a remark statement as REM. However, there are several other forms

that ATARI BASIC will accept as a REM statment and is easier to type. For example, entering a line number followed by two periods (..) will be seen by the computer as a REM. The following is an input example.

10.. This is a test of inputting

20..text using the BASIC REM statement.

30.. Try using the examples in this manual.

Notice that when these lines are printed on the screen with the LIST command, the two periods have been converted to a REM. This feature will allow for easier input of the text.

- \* Since the input of the text is via standard ATARI input, the normal screen editing feature can be used. Therefore, if an error message occurs or you wish to make a change, just use the screen editing keys as described in the ATARI computer users manual.
- \* As with any BASIC program, always remember to save the text information to disk or cassette from time to time. This is especially true before printing the text information. Thus, if a problem is encountered, the text information can be restored.

Try working with the examples in Part 5 of this manual to gain experience inputting the text information.

## 3- MACRO COMMANDS

# Entering the Macro Commands

As previously discussed, the macro commands tell the KISS program how to format or organize the text information. Each macro command is entered on a seperate line in the text information at a point where the command function is to be executed. All macro commands begin with a period (.) character and must follow the REM statement on the line \*(Macros not following the REM statement, will not be executed). The macro command can be entered in upper or lower case characters.

There are only 13 macro commands so they will be easy to remember. A quick reference guide is given on the back of this manual as a users aid. If (for whatever reason) an invalid macro is given, the error message DID NOT UNDERSTAND MACRO CHECK LAST MACRO FOR ERROR will be output and execution of the KISS program will be stopped. This will allow the error to be corrected.

Also, some macros have number parameters associated with them. If an invalid number is given in the parameter, an error message NUMBER ERROR IN MACRO CHECK LAST MACRO FOR ERROR will be output and execution of the KISS program will be stopped. This will allow the error to be corrected.

For the purposes of explanation, we have divided the 13 macro commands into two groups \* (1) The Getting Started Macros and (2) The Working Macros. The Getting Starting Macros are those macros which generally define how the text as a whole document will be processed. The Working Macros are those macros which are used within the text to define how the words, sentences, paragraphs, and pages are processed.

## The Getting Started Macros

The getting starting macros are those macros which generally define how the text as a whole document will be processed. The following is a discussion of each macro command followed by several typical examples. Some practical working examples of text files are presented later in Part 5.

#### VERTICAL SPACING (.vspace n)

The vertical spacing macro is used to provide single, double, triple spacing, etc. for the text output. (In typing language, this is like saying single or double spacing.) Enter the macro as shown above with the desired spacing number. For example, to request a double spaced output, enter .vspace 2. If the macro is not used, it will default to 1 (that is, single spacing). In most cases of letters and reports, single and double spacing (1 or 2) is used.

#### Examples:

- .vspace 2
- .vspace 3

## MARGIN CONTROL (.m n p q r)

The margins macro defines (1) where the left and right margins are located on the page, (2) how many lines are on the page, (3) how many blank lines are between the end of one page and the start of the next page.

The parameters in the margin macro are:

- n = left margin begin position (default = 0)
- p = number of characters per line (default = 76)
- q = number of lines per page minus r. Example if lines per page = 66 and the number of blank lines between pages = 3, then q = 66-3 = 63.
- r = number of blank lines between pages (Default = 3).

The margins default to 66 lines per page, left margin begins at column 0, print width = 76 characters per line, and the number of blank lines between the end of one page and the start of the next page = 3.

The 66 lines per page with 4 blank lines between pages is an industry standard. In most cases when using the margin control macro, only the left margin and the number of characters per line parameters are changed. For example, if the margins were changed so that all text could be displayed on the screen, the command .m 0 39 might be used. This means the first character on the line begins at column 0 and is 39 characters long (that is, ends at column 39). In this example, the number of lines per page (q) and the number of blank lines between pages (r) parameters were not used. In this case, the previously used values (or default values) will be assumed.

#### Examples:

·m 5 60

This command sets the left margin to character position 5 with 60 characters per line.

·m 10 55 60 6

This command sets the left margin to character position 10 with 55 characters per line. It also sets the number of lines per page to 66 with 6 blank lines between pages (66 - 6 = 60). (This effectively gives additional blank lines between pages.)

NOTE: Due to the 40 characters per line limitation on the ATARI screen, lines on the screen will fold over (that is, go to the next line). However, the text will be correctly printed on the 80 character per line printer.

NOTE: By using the left margin parameter carefully, it is possible to move the formatted text around on the printed page. For example, using .m 0 40 the text will be output on the left side of the printer paper. If .m 20 40 is used, the same text will be output in the center of the printer paper,

## PAGE NUMBERS (.p# n)

Most short letters and text do not need the use of page numbers to distinguish one page from another. The KISS program is initialized such that no page numbers will be printed. However, some text information could continue for a number of pages. The .p# macro causes page numbers to be printed at the top of each page. The n parameter in the macro defines the starting page number to be used.

#### Examples:

- •p# 2 Starts printing page numbers. The first page number printed on the top of the page will be 2.
- •p# 5 Starts printing page numbers. The first page number printed on the top of the page will be 5.

#### SHEET MODE (.sheet)

Whenever the KISS program is started, it will print each page one after the other until all the text information has been processed. This is fine for printers that use fan-folded paper. However, some printers are designed to use single sheets of typing paper. The sheet macro places the KISS program into a sheet mode. In this mode, the KISS program will wait before printing the first line on the page. This wait time will allow the user to insert the paper into the printer. When the user is ready to print the page, hit the RETURN key. The page will be printed. If another page is to be printed, the KISS program will again wait for a RETURN key.

Example: .sheet

# The Working Macros

The Working Macros are those macros which are used within the text to define how the words, sentences, paragraphs, and pages are processed. These macros are the ones that are used the most (some more than others). In order to understand how some of the macros operate on the text information, the following is an explaination of the term justification.

Justification is a function of the formatter which causes the text on a line to be spaced between the left and the right margins. That is, it is output in such a way that the left and right margins come out even (similar to the way newspapers and magazine print is organized). This is accomplished in two steps. One, the KISS program puts as many words as possible on the line (this depends on the number of characters per line). Two, the KISS program adds in additional spaces between the words on the line to make the line reach the right margin. Thus, all the lines on the page come out to be even - that is, the left and right margins are even.

It is possible to turn off these two functions by using the .off macro. When justification is turned off, all lines will be output exactly as typed into the computer. This is very useful when a list of items or a table of information is embedded in the text and should not be justified. The justification can be turned back on using the .on macro.

Some users may not wish to have the text output such that the right margin is equal. This is called a ragged-right margin. (This is the kind of right hand margin that occurs when using a typewriter.) The ragged right (.rr) macro can be used to accomplish this function. As many words as possible will still be inserted onto the line but no spaces between the words will be added to force the line to the right hand margin.

The following is a discussion of each of the working macros. Read the information on each macro and then try working with the examples given in Part 5.

## TURN OFF JUSTIFICATION (.off)

The .off macro turns off the justification function. That is, all lines will be outputted exactly as typed. This means that the lines will be printed without adding spaces (to make the margins come out even) and words are not combined to fill to the specified margins.

Example: off

_																			 	_

#### TURN ON JUSTIFICATION (.on)

The .on macro may be entered in order to restore justification. The .on macro is normally used to revert back to justification after using the .off macro.

Example:

\_\_\_\_\_\_

## BEGIN NEW PAGE (.np)

The  $\, \cdot \, np$  macro may be entered when one wants the printer to eject to the top of the next page.

Example:

.np

# SKIP NEXT n LINES (.1 n)

Use this macro to skip a number of lines before printing the next line of text. For example, to skip 2 lines and begin printing, enter .1 2. If you enter .1 by itself, only a carriage return will be given.

Examples:

- .1 Start a new line (ie, carriage return).
- .1 3 Skip 3 lines.
- .1 5 Skip 5 lines.

## CENTER LINE OF TEXT (.c text)

This macro is useful for centering a line of text between the left and right margins. For example, to center the phrase KISS Word Formatter/Processor, enter .c KISS Word Formatter/Processor.

Example:

.c This text will be centered

## PARAGRAPH IDENTIFICATION (.p) AND

#### PARAGRAPH SPECIFICATION (.p d r)

Use the .p d r macro to inform the word processor what a paragraph is supposed to be: d = number of lines down, and r = number of spaces right for paragraph indent. The default is d = 1, and r = 5.

In order to identify a paragraph start in your text, use the .p macro with no parameters.

Examples:

• p

.p 2 8

#### SPACE OVER (.s n)

To indent n spaces on the next line, use the .s macro - where n is the number of spaces to indent from the left margin.

Examples:

.s 5 Temporarily indent the next line 5 spaces.

.s 20 Temporarily indent the next line 20 spaces.

#### \*\*\*\* SPECIAL NOTE \*\*\*\*

Normally, spaces are not processed like other characters. If several spaces are entered consecutively, the KISS program reconizes only one space and deletes the rest. If it is desired to force a certain number of spaces in a line for tabular formats, etc., a string of caret () characters may be inserted into the text. The caret will not be printed when the text is processed but instead a space will be printed for each caret character. An example of this feature is shown in Part 5.

## RAGGED RIGHT MARGIN (.rr)

This macro turns off the addition of spaces in order to make the margins come out even. Words are still combined in order to approximate the specified number of characters per line. The left margin will be straight but the right margin will be ragged.

Ex	ample:	
	20.20	

COMMENT LINE (.;)

This macro may be entered when one wants to add some user text comments. This is any type of text comments the user wants to keep for information but does not want the comments as part of the text output.

#### Example:

.; This is a comment line that is not printed on output.

## **Default Conditions**

The following are a number of assumed defaults that exist on initial entry to the word processor.

Justification (.on - .off) = on Margins (.m) = 66 lines/page, 3 blank lines between the end of one page and the start of the next page, left margin = 0 and print width = 76. Vertical Spacing (.vspace) = 1 (single spaced output) Paragraph (.p) = 1 line down and 5 space indent Page Numbers (.p#) = off Ragged Right (.rr) = off Sheet Mode (.sheet) = off

## Atari Printer Control Codes

If you have an ATARI 825 printer, it is possible to to use some of its PRINTER CONTROL CODES (see printer manual). The following is a list of control codes which can be entered into the word processing text.

CTRL-0 Start Underlining CTRL-N Stop Underlining ESC ESC CTRL-N Start Elongated Printing

ESC ESC CTRL+O Stop Elongated Printing

> Note-Once the ESC ESC character has been entered into the word processor text, it will not be displayed when printed to the screen. In addition, the ESC ESC character must be reentered if any changes

are made to the line of text.

## 4- GETTING STARTED WITH KISS

### Installation

The KISS program is provided on cartridge. There are two cartridge versions for the ATARI computers. One version is for the ATARI 600XL and 800XL computers. It plugs into the cartridge slot on the top of the computer. The other version is for use in ATARI 800 computers. It plugs into the RIGHT hand cartridge slot. The ATARI BASIC cartridge must be plugged into the LEFT hand slot. The cartridge version you have is marked on the label of the cartridge.

## Initialization

As previously discussed, all the text information is input via the REM statements and standard screen editing methods. Once all the text has been entered, now comes the time to start (or initialize) the KISS Formatter/Processor. The KISS program has two initialization or starting addresses. One is used when output of the formatted text is only to go to the screen. The other when output to the screen and the printer is desired. These two initialization addresses are entered via the USR command. The following commands should be typed in the direct mode (ie, just like you would enter RUN or LIST).

To send formatted text to the screen, type:

X = USR(32768)

To send formatted text to the screen and the printer, type:

X = USR(32772)

After the RETURN key is depressed, the KISS program takes over and prints on the screen:

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followed by the formatted text. If a problem is encountered with the printer, the program will stop and display SOMETHING'S WRONG WITH THE PRINTER !!!

If the user wishes, it is possible to input an initialization BASIC program at the beginning of the text information. Thus, when the file is ready to be printed, all the user has to do is type RUN and answer the question. The following is an example of a BASIC

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program to help make your initialization task easier.

0001 REM .: \*\*\*\*\*\* KISS INITIALIZATION HEADER \*\*\*\*\*\*\*\* 0002 0003 PRINT "DO YOU WANT FORMATTED OUTPUT" 0004 PRINT "TO GO TO SCREEN AND PRINTER ?" 0005 PRINT "(IF YES, ENTER 1) 0006 INPUT X 0007 IF X=1 THEN X=USR(32772):END 0008 X=USR(32768):END 0009 REM .:\*

# 5- TEXT FILE EXAMPLES

The following ia a list of examples which can be entered and output with the KISS program. Each example shows what the text file input looks like and the output of the KISS program. The user should try each example in order to understand the results. The examples can (and should) be altered and/or combined with other examples to gain additional experience.

The margins in all the examples use 38 characters per line. This is done so that all text can be displayed on the standard ATARI screen.

Remember that after the text file is input, the KISS program is started with X=USR(32768).

# Example - Define margins to start at column 0 and extend 38 characters.

10 REM .M 0 38 20 REM This is an example of the margins macro. 30 REM Try changing the number of characters per line to see 40 REM the effect on the formatted output. For example, try .m 10 40 .

This is an example of the margins macro. Try changing the number of characters per line to see the effect on the formatted output. For example, try .m 10 40 .

#### Example - Define the start of a new paragraph.

10 REM .M 0 38 20 REM .P 30 REM This is an example of the .p macro. Notice how the first line is 40 REM indented 5 spaces on the first line. 50 REM .P 60 REM Notice that we just defined another new paragraph. Also notice that it 70 REM is indented 5 spaces on the first line and also that there is 1 blank 80 REM line between the end of the last paragraph and the start of this 90 REM paragraph. We can change the number of lines and spaces used if we so 100 REM desire. See the .p macro for more information.

This is an example of the .p macro. Notice how the first line is indented 5 spaces on the first line.

Notice that we just defined another new paragraph. Also notice that it is indented 5 spaces on the first line and also that there is 1 blank line between the end of the last paragraph and the start of this paragraph. We can change the number of lines and spaces used if we so desire. See the .p macro for more information.

#### Example - Output text with double spacing.

10 REM .M 0 38 20 REM . USPACE 2

30 REM The text is normally output using single spacing. We can change this

40 REM to double spacing using the .vspace macro. Single and double spacing is

50 REM the most commonly used spacing although we can go higher. Try .vspace 5 .

The text is normally output using single spacing. We can change this to double spacing using the .vspace macro. Single and double spacing is most commonly used spacing although we can go higher. Try ·vspace 5 .

#### Example - Output text with page numbers.

10 REM .M 0 38

20 REM .P#

30 REM The .p# macro causes page numbers to be put at the top of each page.

40 REM The page number will be centered at the top of the page according to

50 REM what the margins are presently set.

#### PAGE

The .p# macro causes page numbers to be put at the top of each page. The page number will be centered at the top of the page according to what the margins are presently set.

#### Example - Output text using sheet mode.

10 REM .M 0 38

20 REM .sheet

30 REM The .sheet macro is useful when working with single sheets of paper.

40 REM It is not possible to show a good example here of this feature. Try

50 REM entering the text as shown here and output the formatted text.

60 REM It doesn't matter if the text goes to the screen or the printer.

The .sheet macro is useful when working with single sheets of paper. It is not possible to show a good example here of this feature. Try entering the text as shown here and output the formatted text. It doesn't matter if the text goes to the screen or the printer.

#### Example - Adding blank lines to text.

10 REM .M 0 38

20 REM Sometimes when outputting text we may want to skip some lines between

30 REM text. We can skip many lines just by using the .1 macro. I am going to

40 REM skip one line in this example now.

50 REM .1 1

40 REM See it skiped 1 line. Now I am going to skip 2 lines with a .1 2 macro.

70 REM .1 2

80 REM See it skipped 2 lines. If I had used only the .1 macro without a number,

90 REM a carriage return would be done.

100 REM .1

110 REM See I just did a .1 macro. Notice that the previous line does not

120 REM go to the right margin.

Sometimes when outputting text we may want to skip some lines between text. We can skip many lines just by using the .1 macro. I am going to skip one line in this example now.

See it skiped 1 line. Now I am going to skip 2 lines with a .1 2 macro.

See it skipped 2 lines. If I had used only the .1 macro without a number, a carriage return would be done. See I just did a .1 macro. Notice that the previous line does not go to the right margin.

#### Example - Output a line of text that is centered.

10 REM .m 0 38

20 REM The .c macro causes the text following the macro to be centered on

30 REM the line. Where it is centered on the line, depends upon the number

40 REM of characters per line as defined by the margins macro. The following

50 REM is an example of centering a title for a report.

55 REM .1 2 60 REM .c SUMMARY REPORT

70 REM .c FOR

80 REM .c XYZ COMPANY INC

90 REM .1 2

100 REM .c Written By James Travis

110 REM .1

120 REM .c -----

The .c macro causes the text following the macro to be centered on the line. Where it is centered on the line, depends upon the number of characters per line as defined by the margins macro. The following is an example of centering a title for a report.

SUMMARY REPORT FOR XYZ COMPANY INC

Written By James Travis

## Example - Turn justification off and on.

```
10 REM .H 0 38
20 REM Sometimes in letters or reports, it is necessary to have a table or
30 REM some other type of information that should not be justified. The .off
40 REM macro will allow this feature. For example, the following is printed
50 REM just as typed: .
60 REM .off
70 REM .1 1
80 REM .c TABLE A
90 REM .1 1
100 REM .c Grades for Ms Pleasants Class
110 REM .1 1
120 REM J. Smith
                   - A B. Lewis
130 REM C. Brown - B
                         D. House
140 REM W. Hawkins - D S. Long
150 REM J. Scott - B B. Berrier - A
160 REM .1 1
170 REM .On
180 REM Notice two things about this example. One, the table is output as
190 REM typed. Two, even though the justification was turned off, other
200 REM macros ( .1 and .c, for example) can still be used. We could have
210 REM even changed the margins just before the table in order to move
220 REM it around.
```

Sometimes in letters or reports, it is necessary to have a table or some other type of information that should not be justified. The off macro will allow this feature. For example, the following is printed just as typed:

#### TABLE A

#### Grades for Ms Pleasants Class

```
J. Smith - A B. Lewis - C
C. Brown - B D. House - F
W. Hawkins - D S. Long - F
J. Scott - B B. Berrier - A
```

Notice two things about this example. One, the table is output as typed. Two, even though the justification was turned off, other macros ( .1 and .c, for example) can still be used. We could have even changed the margins just before the table in order to move it around.

#### Example - Output text with a ragged right edge.

```
10 REM .M 0 38
20 REM The ragged right or .rr macro turn off the addition of spaces to the
30 REM line of text. As you can see by this paragraph, it is being justified
40 REM to both margins.
50 REM .1 1
60 REM .rr
70 REM Now the .rr macro has been given. As you can see in this paragraph,
80 REM the right hand margin is not even - that is, it is ragged. Notice
90 REM however, that as many words as possible have been moved to the line.
100 REM .1 1
110 REM .r1
120 REM if you're still following these examples, I am going to give you a
130 REM bonus. There is a ragged left macro (.rl). As you can see by this
140 REM paragraph, the right margin is even but the left margin is ragged.
150 REM Although this feature doesn't have much practical use, it does
160 REM give an interesting output.
```

The ragged right or .rr macro turn off the addition of spaces to the line of text. As you can see by this paragraph, it is being justified to both margins.

Now the .rr macro has been given. As you can see in this paragraph, the right hand margin is not even - that is, it is ragged. Notice however, that as many words as possible have been moved to the line.

If you're still following these examples, I am going to give you a bonus. There is a ragged left macro (.rl). As you can see by this paragraph, the right margin is even but the left margin is ragged. Although this feature doesn't have much practical use, it does give an interesting output.

December 10,1984

Mr. L.F. Jones Future Computers 1234 Second Street Fort Worth, TX 12345

Dear Mr. Jones:

This letter is in regard to your letter dated November 28, 1984. My office is in the process of adding some new computer equipment in order to help us with our current and future business needs. I have found that it is better to make our purchases from one dealer. This not only includes the computer hardware but also the software and maintenance support necessary to keep the equipment in good working order.

Please give me a quote on the following items:

10- ATARI 800XL Computers

10- ATARI 1050 Disk Drives

10- XLZ Modems with cables

3- ATARI Letter Quality Printers

13- Computer Desks With Chairs

Please provide the information I need at least by the 15th of the month. I look forward to your quote and possible future business dealings.

Sincerely,

J.P. Stevens Vice President

# WARRANTY INFORMATION

The KISS cartridge (hardware) is warranted against defects in material and workmanship for a period of 60 days from the date of purchase. If a defect is discovered during the 60 day period, and you have registered the enclosed warranty card, Eastern House will replace or repair the cartridge - provided the cartridge and proof of purchase is mailed (postage prepaid) to Eastern House.

If the defect (in the judgement of Eastern House) resulted from accident, abuse, or misapplication of the cartridge, Eastern House shall have no responsibility to replace or repair the cartridge under the terms of this warranty. After the 60 day warranty, Eastern House will repair the cartridge for the cost of parts and shipping.

Eastern House has tried to bring you a product that will suit your needs and your budget. If you have any comments (good or bad) about this product, please write to us. Include your name, address, and a telephone number you can be reached at during the evening hours. We hope you find this software as useful as we intended it to be.

# QUICK REFERENCE GUIDE

Initialization \* Screen only \* X=USR(32768) Screen & printer - X=USR(32772) Vertical spacing [default = 1] .vspace n Margins ·m n p q r . p# n Page numbers [default = off] Sheet mode [default = off] .sheet .off Turn off justification Turn on justification [default] .on •np Begin new page .1 n Skip lines .c text Center text • P Begin new paragraph Space over .s n

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